

**FOR ALL AIR RESOURCES BOARD EMPLOYEES
TRAVEL ADVANCES AND TRAVEL EXPENSE CLAIMS
CUT-OFF FOR SUBMITTING PAPER: EFFECTIVE JANUARY 19, 2010**

Please be aware that the Administrative Services Division accounting staff, in compliance with Government Code Section 19822.3, will no longer accept paper travel advances (TA) or travel expense claims (TEC), effective January 19, 2010. All TAs and TECs must be submitted using the automated CalATERS system (California Automated Travel Expense Reimbursement System). Any TAs or TECs submitted to accounting using the paper form after the cut-off date may be returned for justification of emergency situation.

Transmittal Sheets and original receipts will continue to be processed using paper as normal.

If you are an ARB employee who travels, prepares, submits and/or approves (authorizes) TAs and/or TECs and have not yet registered in the CalATERS system, you must do so before the cut-off. If you need assistance registering, please contact your CalATERS liaisons.

Additional information for Office of the Secretary staff will be posted later.

If you have any questions or need additional information regarding this matter, please contact Saleszni Singh at (916) 327-0631 or at sssingh@arb.ca.gov.